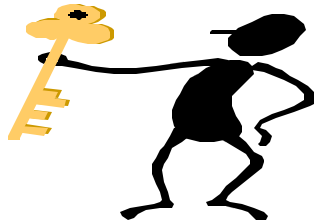


# THE KEYS TO WRITING

Words, Sentences, Paragraphs, and Tone



During this one-day workshop, we will discuss and apply the keys to writing successful letters, memos, and reports through:

- Words: clear, concise, complete, accurate, positive, and specific
- Sentences: variety, length, and effect
- Paragraphs: unity, length, and coherence
- Tone: confident, courteous, nondiscriminatory, YOU attitude, and readability levels

**This course is a prerequisite to “The Writing Process” workshop.**

Reserve your place for this workshop  
by contacting your training coordinator  
or faxing your registration form to:

Central Management Services  
Agency Training Section  
FAX # (217) 558-0048

Please note! Registration closes  
seven calendar days prior to each  
class. Because seating is limited,  
register early. Classes with less than  
ten registrants will be canceled.

**Visit our website at  
[www.state.il.us/cms/2\\_servicese\\_edu/](http://www.state.il.us/cms/2_servicese_edu/)  
and click on the “Course Schedule”  
link for current class dates, times, and  
locations.**

CMS/Bureau of Personnel  
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